

EMPLOYEE EXIT CLEARANCE FOR FRANCHISE CUSTOMERS

This form is used to authorize release of a separating employee's lump sum annual leave payment. ***The separating employee's applicable lump-sum payment for annual leave will not be released until this form is received (by mail or fax) by:***

Payroll
Avery Street, 2nd Floor
Treasury/Public Debt
Parkersburg, WV 26106-1328

FAX: (304) 480-8282

If you are aware of a potential problem that may warrant withholding employee's final salary payment in addition to the lump-sum payment, please email Payroll @bpd.treas.gov.

If you have any questions about this form, please call 304-480-8263 or send an email to Payroll@bpd.treas.gov.

Employee Name:	Social Security Number:	Organization/Cost Code:

Position Title:	Effective Date of Separation:	Type of Separation Action:

A. Employing Office Official:

My signature below indicates that the following actions have been taken:

1. Separation action has been forwarded to the Administrative Resource Center / Public Debt staff, via HR Connect or the E-52 System.
2. Separation data has been noted on timecards and in appropriate payroll systems, and forwarded to Administrative Resource Center / Public Debt staff.
3. All official documents, equipment, keys, supplies, ID badges, credit cards, calling cards, etc., have been collected from employee.

Furthermore, my signature authorizes release of any payments due to the above-named employee, including salary payments and applicable lump-sum payments (such as annual leave).

_____ Signature	_____ Date
_____ Typed/printed name of official	_____ Title of signing official

B. Administrative Resource Center / Public Debt Official:

_____ Signature	_____ Date
_____ Typed/printed name of official	_____ Title of signing official